

Group Email Extraction for Mass Emails

CLICK **Extracts** link in CONTACTS

1. **Add Groups** to Compile emails
2. **CLICK - Add Selected Groups** button
3. Enter Information. **Click** - dropdown box and choose **Email Addresses**
4. **Click - Process Extracts**
5. **Click - Copy to Clipboard**
6. Open prepared email.
CLICK - paste to place email listing into Bcc Field

Print or Copy List into a Word Document

1. Return to **Extracts Email Addresses** page.
2. **RIGHT CLICK** mouse to print or copy
3. Print entire list or Paste entire list in a Word document

CLICK on the **Extracts** link in CONTACTS

CLICK on **Add Groups** button to compile the emails of the recipients of the mass email.

Once all groups are listed, **CLICK** on **Add Selected Group** button.

- Type in the group name
- **CLICK Search** button
- **CLICK** box beside desired groups
- **CLICK Add Selected Groups** button

Go to the **Extract Template** dropdown box and choose **Email Addresses**

CLICK on **Process Extract** button.

The system will then create what appears as a Word document, **EXTRACTS EMAIL ADDRESSES** page. It will provide all emails listed for members of the various groups chosen.

Sample:

"Chief Steven T. Barnett" <sbarnett@co.forest.pa.us>; "Ms. Sally A. Barry, Chief Adult Probation Officer" <SBARRY@LEBCNTY.ORG>; "Mr. Keith Bowser, Director Probation/Parole" <kbowser@bedfordcountypa.org>;

It will also provide the name and address of those that **do not** have an email address listed in the CONTACTS system.

Sample:

Individuals and organizations with no email address on file:

Mr. Gary Seefeldt, Chief Adult Probation Officer, McKean County Probation Department, McKean County Courthouse, P.O. Box 222, Smethport PA 16749, McKean

CLICK on the **COPY TO CLIPBOARD** button – This will only copy the email addresses.

Open prepared email and place cursor into the **Bcc Field** to prevent a long list of email addresses appearing in the body of the email. **RIGHT CLICK** to paste the email addresses that will align in that field.

To capture the listing of emails and addresses of non-email members, go back to **EXTRACTS EMAIL ADDRESSES** page and **RIGHT CLICK** the mouse to either copy (to place in Word document) or print.

This same process can be used to build an email listing from the Individual Search.